



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
11 BERNARD ROAD
FORT MONROE, VA 23651-1001

SFCA-NR

24 May 2005

Northern Region Contracting Policy Letter 16-1 (NR CPL 16-1)

SUBJECT: Appointment of Award Fee Determining Official (AFDO)

Applicability. This policy letter applies to all contracting activities of the Army Contracting Agency Northern Region. It also applies to contracting activities that are under the operational control of the ACA NR Headquarters.

1. **Purpose.** To provide guidance on appointing an Award Fee Determining Official.

2. **Reference.** AFARS 5116.4052(b)(2)(C) – Cost-plus-award-fee contracts

3. **Definitions.** None.

4. **Policy.**

a. In accordance with the above reference, the authority to appoint an AFDO is hereby delegated by the PARC to the Chief of the Contracting Office. This authority shall not be re-delegated.

b. The AFDO shall be a senior official at least one level above the functional director. When selecting an AFDO for large contracts, consideration should be given to the Garrison Commander, Deputy Garrison Commander, Chief of Staff or even the Installation Commander, if deemed appropriate. At this level, an AFDO is more likely to have a broader management perspective and less likely to be influenced by day-to-day performance issues or compartmentalized funding shortfalls; thereby maintaining the integrity of the award fee evaluation process.

c. This NR CPL will be reviewed annually for changes and updates.

5. **Responsibilities.**

Chief of the Contracting Office.

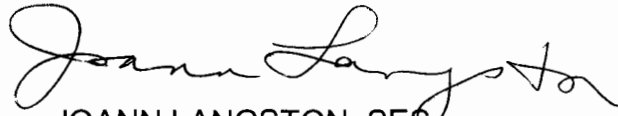
(1) Appoint an AFDO in writing in accordance with the above reference.

(2) Advise and assist the AFDO in the appointment and training of the Award Fee Evaluation Board (AFEB) members and chairperson as necessary.

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6. **Proponent.** The primary proponent for this contracting policy letter is Ms. Mary Paige, Procurement Analyst at (757) (788-3508).

A handwritten signature in black ink, appearing to read "Joann Langston". The signature is fluid and cursive, with a large initial "J" and a stylized "L".

JOANN LANGSTON, SES
Principal Assistant
Responsible for Contracting